

<u>Start</u>	<u>6 MO</u>	<u>12 MO</u>	<u>24 MO</u>
\$19.34	\$20.04	\$20.71	\$21.47

Union: Local 3377-A  
Available: Immediately

## ZONING/SANITATION TECHNICIAN

*AFSCME Local 3377-A Union applicants meeting minimum qualifications per section 9.03 of union contract have preference.*

The **Grant County Zoning / Sanitation Department** is recruiting for a full-time Zoning / Sanitation Technician.

This position performs duties in the Zoning / Sanitation office such as on-site investigations and inspections to determine suitability for private waste disposal systems and assists property owners in rezoning petitions and zoning permits as well as acts as a resource regarding ordinances and codes.

**MINIMUM QUALIFICATIONS:** Graduation from high school or high school equivalency; possession of a valid driver's license; Associate Degree in agriculture, natural resources or related field; Bachelor's degree preferred; Registration as a Private Onsite Wastewater Treatment System (POWTS) Inspector and Certified Soil Tester by the State of Wisconsin within three months of employment. Two year's experience in implementing land use programs and/or the interpretation of land use ordinances; experience in public health sanitation work, preferably in a rural/agricultural setting. Equivalent combinations of job related education and experience may be considered.

A [Grant County application for employment](http://www.co.grant.wi.gov) and [job description](#) may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or the Grant County Personnel Department (608-723-2540). **Letter of interest, resume and application** must be on file, completely filled in, no later than 4:00 p.m. on June 4, 2010 to:

**Grant County Personnel**  
111 S Jefferson St.  
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## **GRANT COUNTY JOB DESCRIPTION**

**TITLE:** Zoning/Sanitation Technician

**DEPARTMENT/ AGENCY:** Zoning/Sanitation Department

**IMMEDIATE SUPERVISOR:** Zoning/Sanitation Administrator

**PAY RANGE:** 3 (AFSCME Local 3377-A)

**FLSA:** Non-exempt

### **NATURE OF WORK**

This position performs duties in the Zoning/Sanitation office such as on-site investigations and inspections to determine suitability for private waste disposal systems and assists property owners in rezoning petitions and zoning permits as well as acts as a resource regarding ordinances and codes.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

- Graduation from high school or high school equivalency
- Possession of a valid driver's license
- Associate degree in agriculture, natural resources or related field. Bachelor's degree preferred.
- Registration as a Private Onsite Wastewater Treatment System (POWTS) Inspector and Certified Soil Tester by the State of Wisconsin within three months of employment

#### **Experience:**

- Two year's experience in implementing land use programs and/or the interpretation of land use ordinances
- Experience in public health sanitation work, preferably in a rural/agricultural setting

Note: Equivalent combinations of job related education and experience may be considered.

#### **Knowledge, Skills and Abilities:**

- Knowledge of the basic principles and practices of environmental sanitation, state and county laws, rules and regulations
- Knowledge of county zoning, flood plain, shoreland-wetland, subdivision ordinances, private sewage system, and state statutes and administrative rules
- Ability to secure facts through investigations and inspections
- Ability to read and analyze maps
- Ability to analyze and compile information on zoning problems and violations
- Ability to communicate clearly, concisely and tactfully - orally and in writing
- Ability to work effectively and harmoniously with others

### **ESSENTIAL FUNCTIONS**

Under general direction

- Make on-site investigations to determine soil suitability for private waste disposal systems serving private residences, public buildings, etc.
- Reviews soil test reports submitted by soil testers
- Review plans and applications for private waste disposal systems submitted by licensed plumbers
- Assist the State Plumbing Bureau with inspection and code interpretation

- Provide developers, realtors and other individuals with information regarding ordinances, codes, and soil
- Investigate public health nuisance complaints related to septic systems
- Review site topography, flood plan conditions, and groundwater status
- Advise and assist applicants in applying for zoning and sanitary permits
- Research land records to retrieve necessary information
- Monitor compliance of all permit holders by on-site inspections
- Perform such other duties as may be assigned

#### **SUPERVISION RECEIVED**

General and specific assignments are received and work is performed according to methods and procedures with allowance for some independence in judgment in accomplishing the assignments.

#### **SUPERVISION EXERCISED**

None

#### **ENVIRONMENTAL FACTORS**

Dexterity in moving, picking up objects and operating office equipment is required. Travel within the county in all kinds of weather. Works primarily in general office setting with regular outdoor inspection visits. May have exposure to severe weather conditions, construction sites, and uneven terrain.

#### **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

May, 2010